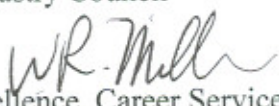




TrackOne - Technical Guidance Bulletin
TTGB – 2006-11

TO: Regional Operators
Regional Coordinators
Indianapolis Private Industry Council

FROM: William R. Miller 
Director, Center of Excellence, Career Services

DATE: November 2, 2006

SUBJECT: Obligation Tracking in TrackOne

Purpose

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

The purpose of this bulletin is to advise all users of the requirement to enter all client training and supportive service obligations in TrackOne.

Case managers providing services under the WIA and TAA funding sources should create an obligation as described below:

To record an obligation:

1. Set up the account.
2. Select an activity/service which requires an obligation and then select the appropriate Program Enrollment.
3. Select the appropriate account the funds are to be obligated against, record a date and amount, and save the record.

Technical assistance questions regarding the process for setting up obligation accounts in TrackOne should be referred to the TrackOne Help Desk at 317/436-4060 or support@atworksolutionsinc.com.

Any non-technical questions regarding this guidance bulletin can be submitted to the Indiana Department of Workforce Development's Center of Excellence.

The contact person regarding this bulletin is:

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TrackOne Technical Guidance Bulletin TTGB Number	Subject Matter
2006-11	Obligation Tracking in TrackOne
2006-10	Transferring a Participant from One Region to Another Region in TrackOne
2006-09	Use of Z Codes following Conversion to TrackOne
2006-08	WIA Tier Progression Documentation Requirements for TrackOne
2006-07	New Enrollments into TrackOne
2006-06	Clarifications and Additions to TTGB 2006-04 Entitled "Case Management System Usage"
2006-05	Data Correction Protocol
2006-04	Case Management System Usage
2006-03	Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region
2006-02	To Establish the Procedure for Removing Former Employees' Password Rights to the TrackOne Case Management System
2006-01	Youth Testing Requirements (Out-of-School)